

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
ABSTRACT**

**APGENCO – Regulations – E-Procurement – Orders – Issued.**

**G.O.O.No.524/JS (Per)/2010,**

**Date: 31.12.2010**

**Read the following:-**

- 1.G.O.O.No.421/CE(Comml)/2002, dated: 31.10.2002.
- 2.G.O.O.No.270/GM (A)/2003, dated: 24.07.2003.
- 3.G.O.O.No.467/GM (A)/2003, dated: 28.10.2003.
- 4.G.O.O.No.98/JS(Per)/2010, dated: 25.05.2010.
- 5.G.O.O.No.179/JS(Per)/2010, dated: 29.06.2010.
- 6.Lr.No.SE/C/Gen/Vs/EE/F.Committee/E-procurement/D.No.438/10,  
dated: 05.10.2010.

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**ORDER:-**

In the reference 4<sup>th</sup> read above, the APGENCO have issued orders that all tenders above Rs.5.00 lakhs shall be through E-Procurement only.

2. In the reference 5<sup>h</sup> read above, a Committee was constituted to make necessary amendments to purchase manual to suit the e-procurement and complete the activity before 30.07.2010. Accordingly, the committee has submitted it's report vide reference 6<sup>th</sup> read above and recommended certain guidelines as regards "**e-procurement**" to be followed by the competent authorities of Purchase/works Management Department vest with powers to invite tenders, evaluate the tenders through e-procurement platform.

3. After careful consideration of the REPORT, it has been decided to incorporate E-Procurement in the Purchase Management System Manual as one of the chapters. Accordingly, the following amendment to "**Purchase Management System Manual**" is issued.

**AMENDMENT**

**Add:- "E-Procurement" as Chapter – 17 in the "Purchase Management System Manual".**

**17. E-PROCUREMENT SYSTEM**

**17.1 OBJECTIVES OF E- PROCUREMENT:**

The basic objective of implementation of e-procurement in APGENCO is to enable APGENCO Purchase/works Management Department to carry out tendering process for works contract, procurement of materials on Govt. authorized e-procurement

platform, besides empowering the contractors/suppliers to submit their tenders remotely as well as taking advantages of the electronic tender process which is connected with the centralized tendering platform for all Departments of Govt. of Andhra Pradesh.

### **17.2 SCOPE:**

The scope is limited to the general guidelines to be followed by the competent APGENCO authorities vested with powers to invite tenders, and additional terms and conditions as regards e-procurement to be followed and incorporated in the tenders so as to enable APGENCO authorities to invite tenders, receive and evaluate bids through e-platform authorized by Govt. of Andhra Pradesh for purchase of materials/ awarding of works.

The following is the work flow for proposed APGENCO tendering process through e-platform for works contract and procurement of materials.

- Raising of Indents:
- Approving of indents online.
- Creation and Publishing of NIT.
- Sale of Tenders:
- Receiving of Bids on line:
- Evaluation of Tenders

### **17.3 Raising of Indents:**

Material Indents/ work Estimates upon receipt from the Field Authorities of APGENCO shall be scrutinized, and got sanctioned along with administrative approval, if required, by the competent authority of APGENCO in off line mode as is being done in case of conventional tendering system.

### **17.4 Approving of Indents online.**

After the sanction of the Material Indents/ work Estimate in off line method, the concerned Asst. Engineer/Asst Divisional Engineer(depending upon availability or initiator in hierarchy being followed in APGENCO) shall upload the same in e-procurement platform as indicated by the sanctioned estimate, and submit the same using e-platform to next level authority, say concerned Asst. Divisional Engineer. The Asst. Divisional Engineer, after scrutinizing the material indent/work estimate, as the case may be, in the e-procurement platform shall submit it by means of e-platform to concerned Divisional Engineer, who after due scrutiny, shall submit it through e-

platform to the Superintending Engineer. The Superintending Engineer after scrutiny shall submit the same to the concerned Chief Engineer for necessary approval on e-procurement platform. The concerned Chief Engineer shall approve the materials Indent/work Estimate as the case may be, and issue instructions to create Notice Inviting tenders (NIT) and tender specification along with bill of quantities for the approved materials indent / work estimate as the case applicable for its publication on e-platform. The Superintending Engineer, if empowered as per delegation of powers, to finalise the tenders for works/materials in process, shall approve the proposals/indent through e-procurement platform and issue instructions to create NIT, tender specifications, along with BOR. In case Chief Engineer is competent authority to finalise the tenders for works/materials in process, Superintending Engineer shall submit the proposals/ indent to concerned Chief Engineer for approval on e-procurement platform.

#### **17.5 Creation and Publishing of NIT on e-procurement platform.**

The NIT and Tender specification along with the Bill of Quantities for the approved materials Indent/ work Estimate as the case may be shall be prepared keeping in view all factors and the existing guide lines being followed in APGENCO including guidelines as regard e-procurement, finalized and got approved by the competent authority in off line mode as is being done in case of the conventional tendering system. This may be Single packet system or two packet system or EPC system based on approval in each case by the competent authority of APGENCO. The concerned Asst. Engineer/Asst Divisional Engineer (depending upon availability or initiator in hierarchy being followed in APGENCO) of purchase management department will upload the approved NIT and Tender specification along with Bill of Quantities in e-procurement platform, and submit it to next level authority, say concerned Asst. Divisional Engineer. The Asst. Divisional Engineer, after scrutinizing NIT and Tender specification along with Bill of Quantities, shall submit it through e-procurement platform to the concerned Divisional Engineer, who after due scrutiny, in turn, submit it to the concerned Superintending Engineer using e-procurement platform. The concerned Superintending Engineer, who is authorized for approval in online mode of NIT and tender specification along with bill of quantities, shall scrutinize and approve the same to enable publication in e- procurement platform. The authorized Superintending Engineer or his/her authorized authority, by clicking "APPROVED " button on e-platform, shall allow the NIT and tender documents to be visible to any

one in the world. The purpose is that the NIT and Tender Documents along with bill of quantities can be downloaded at free of cost by any bidders without having any login ID, Digital signature, but which are pre-requisites for participation in tenders that are invited through e-procurement platform.

#### **17.6 Sale of Tenders:**

There is an option in the e-procurement platform for collection of fee towards the cost of Tender Document. But, it is decided that the collection of cost of Tender documents is dispensed with, as there is no physical supply of tender documents in e- procurement. The bidders can view/download the tender documents from e-procurement platform without any login ID, Digital signature and cost.

#### **17.7 Receiving of Bids:**

The Bids shall be submitted on e-procurement platform by those interested bidders having requisite digital registration within stipulated date & time as per the terms and conditions set in the NIT and Tender Specification. After last date and time for uploading of the Bids by the bidders, the Pre-Qualification Bids or Price Bids as the case may be, shall be opened on e-procurement platform at the specified date and time as mentioned in the NIT & Tender Specification, by the concerned Superintending Engineer or his/her authorized authority in the presence of a member (AAO/AO) from finance/accounts wing as is followed in case of opening of Conventional tendering system and the same shall be assigned through e-procurement platform to concerned Asst. Engineer/Asst Divisional Engineer (depending upon availability or initiator in hierarchy being followed in APGENCO) for carrying out Bid Evaluation.

#### **17.8 Evaluation of Tenders**

The Asst. Engineer/Asst Divisional Engineer (depending upon availability or initiator in hierarchy being followed in APGENCO) shall carry out the Technical Bid evaluation in case of Two packet system and EPC System or both Technical & Price Bid evaluation in case of Single packet system solely based on the uploaded certificates/documents, DD/BG towards Earnest Money Deposit (EMD) or reference letter of Permanent Earnest Money

Deposit (PEMD) deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case applicable. The Tender analysis will be circulated for approval by the competent authority as per delegation of powers in off line mode as is being done in case of conventional tender system.

**17.8.1 In case of Single packet System**, after getting the approval of Technical and Price Bid analysis by the competent authority in off line mode, the department shall notify the successful bidder both in off line and on line modes for submission of original hardcopies of all the uploaded documents, DD/BG towards EMD or reference letter of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case applicable prior to release of purchase order/LOI duly allowing successful bidders 5 to 10 days time considering actual time required for submission. After receipt of the hard copies of the uploaded document from the successful bidder, Purchase order/LOI will be issued in favor of successful bidder in off line mode. The fact of release of PO/LOI in favor of successful bidder shall be notified in the e-procurement platform.

**17.8.2 In case of Two packet System and EPC system**, the Pre-qualification Bids (PQB) & Technical Bid analysis will be circulated for approval by the competent authority in off line mode. After getting the approval in off line mode, the department shall notify, both in off line and on line mode, those who have qualified in PQB & Technical Bid, and intimate to the qualified bidders the date of opening of the Price Bids. The details of qualified bidders shall be displayed in e-procurement system. Similarly, the Superintending Engineer or his authorized authority shall open the price bids at specified date and time, and assign them to the Asst. Engineer/Asst Divisional Engineer (depending upon availability or initiator in hierarchy being followed in APGENCO) for carrying out Bid Evaluation. After getting the approval of Price Bid analysis by the competent authority in offline mode, the department will notify the successful bidder both in off line and on line mode for submission of original hardcopies of all the uploaded documents, DD/BG towards EMD or reference letter of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case applicable prior to release of purchase order/LOI allowing successful bidders 5 to 10 days time considering actual time required for submission. After receipt of the hard copies of the uploaded document from the successful bidder, Purchase order (PO)/Letter of Intent (LOI) will be issued in favor of successful bidder. The fact of release of PO/LOI in favor of successful bidder shall be notified in the e-procurement platform.

**17.9 General guidelines of e-procurement process for procurement of materials/works contract**

**17.9.1 Authorized service provider:** The service provider authorized by Govt. of AP shall be responsible for supporting e-procurement software involving indent creation,

uploading, tracking and monitoring /opening and evaluation of bids. Help Desk will be available at [www.eprocurement.gov.in](http://www.eprocurement.gov.in) for bidders, registered users and departmental users to provide clarifications on the existing process of e-procurement. The service provider will give training

for interested bidders and officers, addressing the problems posed by the bidders as well as APGENCO officials in transactions on e-procurement platform.

**17.9.2 Providing digital certificates to APGENCO officers** : APTS issues Digital certificates on submission of requisitions to the competent authorities of APGENCO (concerned CE/SE) vested with powers to invite, open and move proposals for approval of the tenders by competent purchase level committee Tender approving authority will be issued single key and Tender Calling authority will be issued dual keys. **It is the responsibility of the department to decide whether an officer requires single key or Dual Key.**

**17.9.3 Transactions in e-procurement system by APGENCO officers:** All competent authorities vested with powers to invite, open tenders and move proposals for approval by competent purchase level committee as per delegation of powers and release of purchase order/LOI shall be required to mandatorily log into e-procurement platform through the secure mode for transactions electronically such as indents creation, uploading of tender documents, opening of bids on stipulated date and time etc., on e-procurement platform.

**17.9.4 Registration with e-procurement platform for submission of online bids:** To bid for e-tenders, a vendor/bidder is required to have a Class-II category Digital Signature and the same is to be registered on e-procurement platform. There are about eight Certifying Authorities to issue Digital Signature Certificates. Details are available at <https://tender.eprocurement.gov.in/DigitalCertificate/signature.html>

**17.9.5 Digital certification:** Bidders shall be directed by the competent Tender Inviting Authorities (TIA) to contact Andhra Pradesh Technological Services Ltd, BRKR Bhavan, B-Block, Tank Bund Road, Hyderabad or any other registration authority of TCS-CA India for registration and obtaining digital certification on payment of requisitioned charges for empowering them to participate in tenders on e-procurement platform.

**17.10 Up loading of NIT and Tender documents by user department:**

**17.10.1 Notice inviting Tender (NIT)/Tender documents:** The notice Inviting Tenders (NIT) shall be published in news paper as in case of conventional tenders

process. Tender documents shall be prepared keeping in view common factors as being followed in preparation of conventional tender documents as well as General Guidelines for e-procurement, and shall be finalized /approved by the officers competent as in the case of conventional Tenders. The officers competent to publish NIT in news papers in case of conventional Tenders will place the NIT in news papers in the e-procurement also.

The eligibility criteria of the respective tender will be arrived at as per the guide lines being followed as in case of conventional tenders.

The competent authorities empowered to invite tenders shall keep ready and upload the tender documents on e-procurement platform through secure mode using digital signature within stipulated date so as to enable prospective bidders to start down - loading the tender documents remotely as per their convenience from the date of availability stated in e-tender notice.

**17.10.2 Down Loading of tender documents:** The prospective bidders shall download the bid documents and read the terms and conditions carefully and seek clarifications, if any,

from tender inviting authority before submitting their bids through e-procurement platform electronically. The bidder has to keep a track of any changes that are informed in the e-procurement by way of amendments /corrigenda /addendum to NIT. Either Tender Inviting Authority or service provider will not be responsible for any claims/problems arising out of bidders not keeping a track of changes.

**17.10.3 Authentication of e-bids:** The prospective suppliers/contractors shall have to mandatorily log into e-procurement website through secure mode and authenticate all their submitting e-bids using digital certificates (signing certificate-single key pair) in compliance with IT Act 2000. Those bids that are not authenticated by respective bidder's digital certificate will not be accepted on e-platform for which APGENCO or service provider will not hold any responsibility, and not entertain any correspondence in the matter as well.

**17.10.4 Uploading of hard copies, by prospective bidders:** All the bidders intending to respond to tender published on e-platform shall invariably upload at the time of submitting their bids through e-platform the scanned copies of DD/BG towards EMD or reference of letter in case of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as case may be and certificates/documents in support of eligibility/qualifications as asked for in NIT/tender documents. This will be primary importance to consider the bid as responsive.

#### **17.10.5 Bid Submission on e-platform and getting unique acknowledgement:**

The bidder shall complete all the processes and steps required for Bid submission following instructions for bidders responding to e-tenders at website. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder after submission of bids on e-procurement platform. The bidders shall be instructed in NIT/Tender documents to note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing.

#### **17.10.6 Other payments to be made by bidders:**

**a) Payment of Transaction Fee:** It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to service provider authorized by Govt of AP at 0.03% of estimate value or quoted value (ECV/QV) + service tax + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) with a cap of Rs.10,000/- (exclusive of service tax) for quoted value up to Rs.50.00Crores and Rs 25,000/-(exclusive of service tax) for quoted value above Rs50.00crores **or** amount as fixed by Govt. of Andhra Pradesh. As per G.O.Ms. 13 dated 07.05.2006, the above mentioned transaction fee shall be paid through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction.

#### **b) Corpus Fund:**

As per GO MS No.4 Dt:17.02.2005 the departments that are using e-platform shall collect 0.04% of ECV (estimated contract value)/Quoted value (QV) with a cap of Rs.10,000/- for all

works with ECV/QV up to Rs.50.00crores, and Rs.25,000/- for works with ECV above Rs.50.00crores from successful bidders before entering into agreement/ issue of purchase orders as the case applicable towards e-procurement fund by way of Demand Draft in favor of Managing Director, APTS. There shall not be any charges towards e-Procurement fund incase of works, goods and services with ECV/QV less than and up to Rs10.00 lakhs.

The above details of Transaction fee, corpus fund in vogue, amount, and mode of payment as per existing orders Govt. of AP shall be mentioned in NIT/tender documents.

#### **17.11 Opening of Technical bids/Price bids on e-platform**

##### **a) Two part bids (Double packet system) & EPC System**

The Technical bids (pre-qualification bids) will be opened online by the concerned Superintending Engineer or his/her authorized authority in the presence of member (AAO/AO) from financial/accounts wing at the time and date as specified in the tender documents. All the Statements, documents, certificates, DD/BG towards EMD etc., uploaded by the Tenders will be verified and downloaded, for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained either online or in the conventional method by addressing the bidders. The technical bids uploaded by bidders will be downloaded by department, evaluated against the specified parameters/criteria and the technically qualified bidders will be identified and approved by the designated committee in offline mode same as in the case of conventional tenders. But, Offline submission of either technical bids/qualification certificates or price bid shall, whatsoever reasons, not be allowed in case of tenders invited through e-platform. The result of pre-qualification/Technical bid evaluation will be displayed on the e- market place, which can be seen by all the bidders who participated in the Tenders.

Similarly, at the specified date and time, the price bids of all the technically qualified bidders will be opened on e-platform by the concerned Superintending Engineer or his/her authorized authority in the presence of member from financial/accounts wing and the result shall be displayed on the e- market place which can be seen by all bidders who participated in the Tenders. Till the technical bids are opened, the identity of the bidders who participated in the Tenders shall be kept confidential. Similarly, till the price bids are opened, the pre-bid offers are to be kept confidential.

**b) Single part bids (single packet system):**

In case of single part bids (single packet system), after ensuring that scanned copy of DD/BG towards EMD or reference approved letter of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case applicable is available in uploaded certificates/documents, the price of particular bidder is opened by a click on "response "button on e-platform by the concerned Tender Opening Authority (concerned Superintending Engineer) or his/her authorized authority in the presence of member(AAO/AO) from financial/accounts wing as is being followed in case of opening of conventional tenders at the time and date as specified in the tender documents and the result shall be displayed on the e- procurement platform which can be seen by all bidders who participated in the Tenders. The Tender Opening Authority (concerned Superintending Engineer) or his/ her

authorized authority will click 'non response' button in respect of those bidders who submitted their bid, but failed to successfully upload the scanned copy of DD/BG towards EMD or reference approved letter of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case may be. It is important to note that Price bid of those bidders who failed to upload scanned copy of DD/BG towards EMD or reference approved letter of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case may be will also be displayed in the system, but the rating will not be confirmed. The system will choose successful bidder (L1) from those bidders who have successfully uploaded the DD/BG towards EMD or reference approved letter of PEMD deposited with the APGENCO or the EMD exemption letter issued by competent authority of APGENCO as the case pertinent.

**17.12 Submission of original documents, DD/BG towards EMD by successful bidders:** In accordance with G.O.Ms.No.174, I&CAD dept dated:1-9-2008, submission of original copies of the uploaded scanned copies of DD/BG towards EMD or reference approved letter of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case applicable by all participating bidders to the tender inviting authority before the opening of the price bid is dispensed with.

It will be his individual responsibility of successful bidder to furnish original documents, DD/BG towards EMD of scanned copies that are uploaded at the time of submission of bids in e-platform to the designated tender inviting authority in case of single packet system as well as double packet system and EPC within stipulated date, either personally or through courier or by post prior to release of purchase order/Letter of Award (LOI), and obtain acknowledgement from the concerned authority in proof of having submitted original documents, DD/BG towards EMD or EMD exemption letter issued by competent authority of APGENCO so as to avoid any discrepancy at later date. The department will not take any responsibility for any delay in receipt/non-receipt of original DD/BG towards EMD, certificates /documents including delay in postal transition. The department shall ensure the genuinity of DD/BG towards EMD or reference approved letter of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case may be and other certificates /documents uploaded by the Vendors/suppliers/contractors in support of requisite eligibility criteria prior to release of purchase order (PO)/Letter of Intent (LOI).If any of documents furnished by the bidders are found false/fabricated /bogus ,the bidder is equally liable

for being blacklisted including forfeiture of EMD, cancellation of Purchase order/LOI as case applicable and criminal prosecution

**17.12.1 Failure of successful bidders to submit original certificates/documents, DD/BG toward EMD:** According to G.O.Ms.No.174, I & CAD dept, dated:1-9-2008, If Successful bidder fails to furnish original documents, DD/BG towards EMD or reference approved letter of PEMD deposited with APGENCO or EMD exemption letter issued by competent authority of APGENCO as the case may be, of uploaded scanned copies in support of eligibility/qualification both in case of single packet and double packet system and EPC as the case related, successful bidders shall be suspended from participating in tenders on e-procurement platform for a period of 3years. The e-procurement system is designed in such a manner that it will deactivate the user ID of such defaulting successful bidders based on trigger/recommendation by APGENCO.

**17.13 Processing of tenders invited through e-procurement platform:**

Tenders received by way of e-procurement platform are down loaded, processed keeping in view all the factors as is being done in case of conventional tender system for approval of proposals by the designated committee members as per delegation of powers for release of Purchase order(PO)/Letter of Intent (LOI) as the case applicable.

4. The Unit Head of the Generating Stations or Functional Heads at head quarters are competent authority for processing of tenders invited through E-procurement system. The special terms and conditions as specified in Annexure is appended to these orders.

5. These orders shall come into force from the date of issue of these orders.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED)

**K.VIJAYANAND**

**MANAGING DIRECTOR**

To  
All Chief General Managers/APGENCO.  
All Chief Engineers/APGENCO.  
All Financial Advisor & Chief Controllers of Accounts/APGENCO.  
The Joint Secretary (Personnel)/APGENCO.  
All Superintending Engineers/APGENCO.  
All

Copy to the:

PS to Chairman/APGENCO  
PS to Managing Director/APGENCO  
AS to Joint Managing Director/APGENCO.  
DE/ADE (T)/EE (T)/PO to All Directors/APGENCO.  
PA to ED(IS)/APGENCO.  
Chief of Vigilance & Security/APGENCO.  
Company Secretary/APGENCO .  
All Dy CCAs/Dy.Secretaries/APGENCO.  
All Asst.Secretaries/Law Officers/APGENCO  
All Senior Accounts Officers/Accounts Officers/APGENCO.  
All Divisional Engineers/APGENCO  
DE/MPP/APGENCO  
DS (General)/GAD/A.P. Secretariat.  
The General Secretary, A.P.E.E.Union (Regd.No.1104)(Recognized), Mint  
Compound, Hyderabad.  
The Secretary General, APSEB Employees Union (Regd.No.327)(Recognized), Mint  
Compound, Hyderabad.  
The General Secretary, Telugunadu Vidyut Karmika Sangham (Regd.No.B-1245),  
(Recognized), Mint Compound, Hyderabad.  
The General Secretary, A.P.Power Generating Employees Union (Regd.No.E-1535),  
H.Q.SRT-30 "A" Colony, VTPS, Ibrahimpatnam, Krishna District.  
The Secretary General, APSE Board Engineers Association(Regd.No.874, Somajiguda,  
Hyderabad.  
The Secretary General, APGENCO Diploma Engineers Association (Regd.No.H-48),  
Affiliated to APPGEU-E-1535, H.Q.SRT-30 'A' Colony,VTPS,Ibrahimpatnam.  
The General Secretary, A.P.S.E.B.Accounts Officer's Association  
(Regd.No.C5)/APGENCO,  
Vidyut Soudha, Hyderabad.

The General Secretary,A.P.Power Diploma Engineers Association (Regd.No.B-473),  
(Recognized), H.No.5-9-22/55, Adarsh Nagar, Hyderabad.  
The General Secretary, APSEB Chemists Association (R.No.756), Paloncha,-507115.  
The General Secretary, Andhra Rashtra Power Employees Union (Regd.No.G-445),  
H.No.1-8-565/5, RTC "X" Road, Hyderabad-20  
The General Secretary, State Scheduled Tribe Employees Welfare Association,  
(Regd.No.956/78), Mint Compound, Hyderabad.  
The General Secretary, Junior Accounts Officers Association (R.No.880),  
Vidyut Soudha, Hyderabad.

The General Secretary, All Projects Electricity Employees Union (R.No.1076),  
Onukudelli, Dist.,Koraput, Orissa(Affiliated to APEE Union Regd.No.1104)  
The General Secretary, United Electricity Employees Union (Regd.No.B-1829),  
1-1-60/4, Musheerabad, Hyderabad-20.  
The General Secretary, A.P.S.E.B. Assistant Engineers Association (Regd.No.1185),  
New Paloncha-507115.  
The Secretary General, A.P.S.E.B Secretariat Employees Association  
(Regd.No.54/69),  
Vidyut Soudha, Hyderabad.  
The General Secretary, A.P.S.E.B. Technical Employees Union (Regd.No.B-2275),  
C/o Sri K.Sampath Reddy, H.No.6-1-49/5, Mint Compound, Hyderabad.  
The Secretary General, APSEB SC & ST Employees Welfare  
Association,(Regd.No.1589),  
H.O: Mint Compound, Opp. A.P.Text Book Press, Khairatabad, Hyderabad.

The General Secretary, A.P.E.E. P&G and Officers Association (Regd.No.EEA 10656),  
Mint Compound, Hyderabad.

The President, APSEB Retired Employees Welfare Association 7/26-3,  
Bhagya Nagar, Guntakal 51 801.

The Secretary, APSEB Retired Welfare Association 12-2-323/A/77, Santosh Nagar,  
Mehdipatnam, Hyderabad.

The General Secretary, APSEB Retired Officers Welfare Association 1-24-47,  
Venkatapuram, Secunderabad.

The General Secretary, The Dist. APSEB Retired Officials Welfare Association  
(Regd.No. 418/02),D.No.7-8-13, Velamuri Street,, Ramaraopeta, Kakinada -533004.

The General Secretary, A.P.S.E.B Security Officers Welfare Association,  
(Regd.No.4024/91) O/o ASO/Vidyut Soudha, Hyderabad.

The General Secretary, Machkund Workers Union (Regd.No.301),Onukudelli.

The President Power Gen. Coprn., BC Employees Welfare Association  
(Regd.No.1204/01)  
H.No.14-3-237, Goshamahal, Begum Bazar, Hyderabad – 12.

The General Secretary, Telangana Electricity Employee's Association (Regd.No.H-61/05)  
H.No.14-3-237, Goshamahal, Begumbazar, Hyderabad-12.

The General Secretary, Telangana Rashtra Vidyut Karmika Sangam (Regd.No.H-58),  
Affiliated to TRS Q.No.3-7-443, Besides 132/33 KVSS,Jagtial  
Road,Karimnagar.

The General Secretary, Andhra Pradesh Electricity Staff & Workers Union  
(Regd.No.H-64)  
Affiliated to AITUC, H.No.3-5-912, Himayatnagar, Hyderabad.

The General Secretary, Telangana Vidyut Engineers Assn., (Regd.No.1438/2007),  
KTPS., Paloncha.

The General Secretary, Genco Engineers Assn. (1269/09/T5), Omshanti Towers, Plot  
No144, Motinagar, Hyderabad.

The General Secretary, APGENCO JAOs Association (Regd.No.1967 of 2005) Stores  
Section O/o FA&CCA(A/cs)"A" Block, 3<sup>rd</sup> Floor, Accounts Wing,  
VS/Hyderabad.

The General Secretary, Andhra Pradesh GENCO Employees Union (Regd.No.H-67),  
"A" 114, Vertex Pride Apartments, Nizampet Road, Kukatpally, Hyderabad.

The General Secretary, Machkund Hydro Electricity Employees Union, (Regd.No.189  
Jey),  
Onukudelli.

The General Secretary, Electricity B.C. Employees Welfare Association  
(Reg.No.1681/2006),  
Q.NO.E-40, APGENCO Housing Colony, KTPP, Chelpur,Bhupalapally,Warangal-506  
168.

The General Secretary, APGENCO Personnel Services Employees Welfare Association,  
(Regd. No. 299/08), H.No.6-3-572, Room No.401, B-Block, VS, Hyderabad.

The Secretary General Electricity OC Employees Assn., (Reg.No.1088/08),  
H.No.1-1-287/33A, Chikkadapally, Hyderabad.

The General Secretary, Genco Mechanical Engineers Association (Regd.No.1805/02),  
Qr.No. BED-5, KTPS-'C' Colony, Paloncha – 507115.

The Secretary General, AP Power Engineers Assn., (Regd.No.279/09),  
H.No.1-9-286/2/4/2/A, Ram Apartments, Vidyanagar, Hyderabad – 44.

The General Secretary, A.P. Tansco & Genco SC/ST & Dalitha Christian Employees  
Association, Plot No.216, Behind Donald Church, Shivanagar Colony,  
Hyderguda

Post, Hyderabad-48.  
**C.No.JS(Per)/DS(E)/AS(P-NT)/PO.Reg/179/2010**

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**PERSONNEL OFFICER**

**Annexure to G.O.O.No.524/JS(Per)/2010, dated: 31.12.2010.**

**Special terms and conditions to bidders.**

1. APGENCO reserves its right to respond to any e-mail received by it through their web site. APGENCO does not warrant the privacy and/or security of e-mails during internet transmission.
2. Bidders should have a legally valid digital certificate as per Indian IT Act from the licensed Certifying Authorities on payment of requisitioned charges. Submission of bids by prospective bidders through e-platform will be subjected to terms and conditions notified on [www.eprocurement.giv.in](http://www.eprocurement.giv.in) . Bidders are requested to read these terms and conditions carefully and act accordingly.
3. Bidders should have requisite internet connectivity, preferably broadband.
4. Any downloading soft copy of tender documents from web site is at the sole risk and responsibility of the bidder. APGENCO will not be responsible for any delay/difficulty/inaccessibility of the downloading facility for any reason whatsoever.
5. Bidders ought to ensure that they have downloaded the complete set of bid documents, and shall be solely responsible for the completeness of bid documents and may note that any omission or lack of clarity in the downloaded copy will not be taken as reason for submission of incomplete offer or will not entitle the bidders to claim for changing of scheduled dates of tender process. In such cases, it will be solely responsibility of bidders to get clarifications from the Tender Inviting Authority before submitting tenders on e-platform within stipulated time for submission of bids.
6. Amendments/Addendum, if any, will also be posted on web site for downloading. APENCO will not hold any responsibility of Amendments being or not being kept tracked from time- to- time by the bidders.
7. APGENCO reserves its right, without prejudice to other rights under terms and conditions of NIT and tender documents or other remedy available, to cancel tenders without assigning any reasons, and will not entertain any correspondence in the matter. APGENCO accepts no liability whatsoever and will not be liable for any loss or damage arising directly or indirectly (including

special, incidental or consequential loss or damage) from use of e-procurement web site or from cancellation of tenders.

**Additional Terms and conditions as regards e-procurement to be incorporated in tender notice/tender documents invited through e-procurement.**

1.The bidder who is desirous of participating in tenders invited through e-procurement shall submit his Bid on e-Procurement platform at [www.eprocurement.gov.in](http://www.eprocurement.gov.in) by following the procedure given below.

- i. The bidder is required to register on the e-procurement market place [www.eprocurement.gov.in](http://www.eprocurement.gov.in) or <https://tender.eprocurement.gov.in> for submitting their bids online.

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**2.Registration with e-Procurement platform:**

For registration and online bid submission bidders may contact HELP DESK of service provider whose setails are available at [www.eprocurement.gov.in](http://www.eprocurement.gov.in) or <https://tender.eprocurement.gov.in>.

**3. Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on thee-Procurementplatform. For obtaining Digital Signature Certificate, bidders may Contact:

Andhra Pradesh Technology Services Ltd,  
BKRR Bhavan, B Block,  
Tank Bund Road,  
Hyderabad-500022  
Phone:+91-40-23220305 Fax:+91-40-2322805

(OR)

The bidder may contact Registration Authorities of any Certifying Authorities in India. The list of CAs is available by clicking the link "<https://tender.eprocurement.gov.in/DigitalCertificate/signature.html>".

**4. Tender Documents:** The prospective bidder intending to respond to e-tender notice is required to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform. Any condition as regards offline bid submission or offline opening of bids in the conventional tender document shall be treated as not applicable.

5. The bidder has to keep track of any changes by viewing the Amendment/Addendum/ Corrigenda issued by the Tender Inviting Authority on time-to-time basis in the E-Procurement platform. The Department Inviting tenders will not be responsible for any claims/problems arising out of bidders not keeping track of changes that are informed by way of amendment to NIT.

The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. The bidders shall also upload in the e-Procurement web site the scanned copies of DD/BG towards EMD or reference approved letter of PEMD deposited with APGENCO as case may be, all the relevant certificates, documents including contractor Registration, experience certificates, solvency, EPF, GIS/ESI, VAT/CST Service Tax registration certificates etc., in support of their eligibility criteria/technical bids as asked for in NIT and tender Documents. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

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**6. Submission of hard copies :**

i. As per G.O.Ms.No.174, I&CAD dept dated:1-9-2008, submission of original hard copies of the uploaded scanned copies of DD/BG towards EMD by all participating bidders to the tender inviting authority before the opening of the price bid is dispensed forthwith.

ii) All the bidders shall invariably upload in e-Procurement system the scanned copies of DD/BG towards EMD or **reference approved letter of PEMD deposited with APGENCO as case may be**, Certificates/Documents in support of eligibility criteria as

mentioned in NIT/Tender documents and this will be the primary requirement to consider the bid responsive.

iii) The department will carry out the technical evaluation solely based on the uploaded certificates/documents, DD/BG towards EMD in the e-procurement system.

iv) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents, DD/BG towards EMD prior to tenders being processed for release of purchase order/LOI allowing successful bidders 5/10 days time considering actual time requirement from date of opening of bids to submit original hardcopies of all the uploaded documents.

v) The successful bidder shall invariably furnish the original Certificates/Documents of the uploaded scan copies, original DD/BG towards EMD or reference approved letter of PEMD deposited with

APGENCO as case may be to the Tender Inviting Authority before **release of LOI/release of Purchase order as case may be** either personally or through courier or by post. The sending of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original certificates/documents DD/BG towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the DD/BG towards EMD and all other certificates/documents uploaded by the bidder in e-Procurement system in support of the qualification criteria before bids are processed for release of purchase order/sale order / Intending of LOI as case may be.

vi) If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD/BG towards EMD or reference letter of PEMD deposited with APGENCO within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for specified work/materials.

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The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.

**7. Payment of Transaction Fee:**

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to service provider authorized by Govt of AP at 10.30% of estimate value or quoted value (ECV/QV) + Bank Charges for Credit Card Transaction of 2.09% (inclusive of service tax) with a cap of Rs.10, 000/- for quoted value up to

Rs.50.00Crores and Rs 25,000/- for quoted value above Rs50.00crores **or** amount as fixed by Govt. of AP. Currently, as per G.O.Ms. 13 dated 07.05.2006, the above mentioned the transaction fee shall be paid through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction.

**8. Corpus Fund:**

As per GO MS No.4 Dt:17.02.2005 the departments that are using e-platform shall collect 0.04% of ECV (estimated contract value)/Quoted value (QV) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV/QV up to Rs.50.00crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50.00crores from successful bidders before entering into agreement/issue of purchase orders/release of sale order as the case applicable towards e-procurement fund by way of Demand Draft in favor of Managing Director, APTS. There shall not be any charges towards e-Procurement fund incase of works, goods and services with ECV/QV less than and up to Rs10.00lakhs.

**9. Bid Submission on e-platform and unique acknowledgement:**

The bidder shall complete all the processes and steps required for Bid submission following instructions for bidders responding to e-tenders at website. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder after submission of bids on e-procurement platform. The bidders shall be instructed in NIT/Tender documents to note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing

the bids. The APGENCO or service provider is not responsible for incomplete bid submission by bidders.

**K.VIJAYANAND**

**MANAGING DIRECTOR**

**// FORWARDED :: BY ORDER //**

**PERSONNEL OFFICER**